



WASHINGTON

**PORT MANAGER**

**STARTING AT \$80,000 - \$90,000**

*Plus Excellent Benefits*

*Apply by*

**April 27, 2025**

*(First Review, Open Until Filled)*

***PROTHMAN***



## THE COMMUNITY



Poulsbo, Washington, is home to a population of 12,000 residents, and is located in the northern part of Kitsap County within a 4.5 square mile area. Liberty Bay, originally called Dog Fish Bay, along with the majestic, snow-peaked Olympic Mountains to the west brought the Scandinavians to settle in Poulsbo because the area was so similar to the fjords of Norway from which they were from.

Prior to Euro-American settlement, Poulsbo was in the heartland of the Suquamish People, who have lived in Puget Sound for thousands of years. Suquamish ancestors occupied villages and camps on the Liberty Bay shoreline over the past 5,000 years, hunted throughout the Poulsbo forests and floodplains, fished in bays and streams, and collected shellfish along the marine shoreline.

Today Poulsbo is a thriving community with many amenities that attract tourists and encourage people to move to this area. With its picturesque downtown core of historic storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in College Market Place, Poulsbo offers much to citizens and guests alike. These include several beautiful parks throughout the city, a boardwalk along Liberty Bay, the Valborg Oyen Public Library, three marinas, interesting gift shops, delicious bakeries, good schools including the Olympic College satellite campus, and panoramic views of Liberty Bay and the Olympic Mountains.

The Port of Poulsbo includes an active waterfront area located in the center of Poulsbo's commercial zone with fine restaurants, unique shopping areas, antique stores, the Marine Science Center, historic walking tours and waterfront trails. Residents and visitors can walk along the boardwalk on Liberty Bay and listen to the sound of seagulls, breathe in the fresh marine air, catch a glimpse of the Olympic Mountains, and watch the abundance of wildlife in and around beautiful Liberty Bay. The boardwalk also leads to an undisturbed park conservation area with native flora and fauna, a bird sanctuary, walking paths and picnic areas with room for all to enjoy.

## THE PORT

The Port of Poulsbo is governed by a three-member Board of Commissioners elected at large from within the port district, serving staggered 6-year terms. Port commissions establish long-term strategies for a port district, and create policies to guide the development, growth, and operation of the port. The Board is also responsible for the port's annual budget, approving tax levy rates, and hiring professional staff members responsible for the port's daily functions.

The Port operates a first-class destination marina, the Poulsbo Marina, for both recreational and commercial vessels. The Port's popular mountain views are surrounded by numerous recreational opportunities including natural, historic, scenic, cultural and dining pleasures. Separated from the main body of Puget Sound through a narrow passage, it is indeed a safe harbor in a storm and is protected from the gales associated with the area. As one of the most popular places for boaters to visit in Puget Sound, the Poulsbo Marina consists of 7 docks and a new breakwater dock providing a safe harbor for permanent and guest moorage. Visiting boaters enjoy a clean, well-run marina and a multitude of shops, galleries, and eateries all within a short walk of the marina.

The district of the Port of Poulsbo was formed in 1951. Since then, the marina has grown to include 7 main docks with 253 permanent slips, 170 guest moorage slips, and 400 L.F. of side tie moorage on the breakwater. Marina features include water and power utilities, a seaplane base, kayak and canoe rentals, diesel and gasoline fuel facility, sanitation pump outs, laundry, restroom and shower facilities, launch ramp, and dedicated parking spaces. The port additionally owns an offsite parking lot on Jensen Way, complete with electric vehicle charging stations.







## THE POSITION

The Port Manager oversees all aspects of the Port of Poulsbo's operations, including fiscal management, personnel administration, public relations, risk management, and long-range planning. This role ensures the Port operates in alignment with its mission and the policies and goals set by the Port Commission.

Reporting directly to the Port Commission, the Port Manager is responsible for monitoring performance, maintaining compliance with policies and regulations, and implementing the Commission's comprehensive plan. The position requires strong leadership, fostering autonomy and accountability among staff while leading by example with excellent communication and collaboration skills. Decisions made by the Port Manager significantly impact public safety, insurance ratings, legal liabilities, public relations, costs, and employee performance. This role is instrumental in shaping the Port's strategic vision and operational success.



## Essential Job Functions:

- Organizational success is driven by inspiring and motivating staff. The Port Manager plays a key role in managing and developing Port staff to ensure both the success of Port operations and the professional growth and satisfaction of employees.
- Set clear goals and objectives, regularly assessing performance, and ensuring responsibilities are appropriately delegated. Staff should be supported in reaching their full potential while being provided with opportunities for personal development and professional challenges.
- Foster teamwork, act as a team builder, and actively contribute as a team player.
- Work with the Port Accountant to ensure the long-term financial success of the Port, always improving income versus expense efficiencies.
- Stay financially competitive and adapt to changing market conditions and opportunities, while providing all required/requested financial reports and filings.
- Align Port services to provide top quality customer service in all aspects of Port operations, establishing departmental customer service performance criteria, measuring against these criteria and demonstrating continuous improvement over time.
- Guarantee that Port Operations meet the required regulations, laws and all legal requirements of day-to-day operations.
- Provide the required filings, reporting and documentation as required, and ensure Port staff are trained on and understand legal requirements of their duties.
- Regularly work with the Port Accountant to audit performance results and confirm legal obligations are being met.
- Ensure the Port maximizes the financial benefits from Port assets and properties to the benefit of the Port taxpayers.
- Be seen as a positive contributor to the local community.

To review the full responsibilities, including this Port Manager's main support functions, please view the job description [here](#).

## THE IDEAL CANDIDATE

As the public face of the Port in the community, the Port Manager must set a tone of honesty, fairness, integrity, and open communication. The selected candidate will have a history of strong and proactive communication and be actively responsive to both the Commissioners and the public.

The ideal candidate will have management skills, diplomacy, and tact, and be able to represent the Port professionally. This person will have the ability to obtain local, state, federal, and philanthropic grants to support Port projects, and will understand and lead the Port through the significant environmental issues that all Ports must address.

The ideal candidate will have marine experience, likely as a boater, who understands and can address issues the Port faces such as maintaining reliable electric service on the docks, ensuring a safe and peaceful atmosphere and reinforcing a culture of safety and regulatory compliance.

Candidates must be willing to "roll up their sleeves and get dirty when necessary". The ideal candidate will be out on the docks on a regular basis, ensuring that Port policy is enforced, and building a positive relationship with local law enforcement, to address issues including homelessness, boat squatters, trespassed individuals, abandoned boats, and over-zealous partiers.

The selected Port Manager will anticipate future trends and possible revenue streams and work proactively to promote and efficiently run the Port and to move forward proactively in a strategic manner.



## EDUCATION & EXPERIENCE

- Prior experience with state and federal laws related to Port operations and knowledge of how the laws affect this Port District is desired. Must acquire knowledge of federal, State and local laws pertaining to the port.
- Prior experience similar to marina operations and management, which might be acquired through experience as an Assistant Port Director in a larger or similar sized port, airport manager, cruise ship operation manager, resort manager or public utilities manager is desired.
- Experience in revenue-producing management and familiarity with the concept of "triple bottom line", and the ability to take into consideration the organization's fiscal, social and environmental areas of responsibilities is desired.
- While not mandatory, it is desired that the selected candidate will have four (4) years of college with emphasis on management and finance, or commensurate education, experience or training.
- The selected candidate must have or be able to obtain a valid Washington State driver's license.
- The selected candidate must be willing to participate in Washington Public Ports Association conferences and trainings with Port Commission approval.

## COMPENSATION & BENEFITS

- **Starting Salary \$80,000 - \$90,000 DOQ**
- Full medical, dental, vision & prescription (\$81.38 per month) for family (90/10 plan).
- The Port has a simple IRA that matches dollar to dollar, up to 3% of gross wages.
- Accrued Paid-time-off (PTO) starts at the end of a probationary period. PTO starts at 16 hours per month and increases with longevity.
- 9 paid holidays with 2 additional personal holidays.

**For more information on  
the Port of Poulsbo and the region  
please visit:**

[www.portofpoulsbo.com](http://www.portofpoulsbo.com)

[www.visitkitsap.com/poulsbo](http://www.visitkitsap.com/poulsbo)



The Port of Poulsbo is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 27, 2025** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Port of Poulsbo, WA – Port Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.

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